

## REGIONAL NAF PERSONNEL OFFICE

MWR Dept/NSA, VQ-Portsmouth

### IN-HOUSE VACANCY ANNOUNCEMENT

11/14/03

Does not confer to Civil Service Status

**POSITION:** Custodial Worker (Heavy)  
NA-3566-03  
Salary: \$7.41 - \$7.72 per hour  
**LOCATION:** CBH/VQ, NNSY  
Filled  
Portsmouth, VA 23709

**ANNOUNCEMENT # SY 44-03**

**CLOSING DATE:** Open Until

**AREA OF CONSIDERATION:** CBH/VQ employees only

(3) Position(s), Regular Fulltime

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Common use areas include lobbies, offices, TV lounges, restrooms, passageways, stairs, elevators, vending and laundry rooms, game rooms and all facility entrance/exits. Sweeps, dry mops, scrubs, strips, waxes and polishes floors, using brooms, mops, heavy commercial-type vacuums, scrubbers, buffers and rug shampooers. Removes stains from a variety of surfaces such as rugs, walls, floors and fixtures using chemicals and cleaning solutions. Performs minor maintenance on cleaning equipment by adjusting, cleaning and oiling, changing brushes, rollers, belts, buffers and other attachments as necessary. Dusts, waxes and polishes furniture, ledges, woodwork, and brass. Empties ashtrays and waste paper baskets. Cleans hard to reach areas such as venetian blinds, ceiling fixtures, walls, glass partitions, inside and outside windows, and change light bulbs using approved step/extension ladder or scaffolding as required. Moves, sets-up and arranges furniture, drapes, fixtures and stock as directed. Notifies the supervisor immediately of any missing items (i.e., TV's, radios, etc.) and equipment malfunctions needing repair. Maintains restrooms in clean, orderly and sanitary condition. Cleans, disinfects and deodorizes lavatories, sinks and toilet bowls. Cleans mirrors and water fountains. Replaces deodorizers, toilet tissue, hand towels and soap. Immediately reports water leaks and/or broken fixtures to supervisor for repair. Performs seasonal tasks as required such as applying ice control materials to entrances of buildings, shoveling snow, picking up litter around buildings, mowing grass, weeding and watering lawns. Performs other related duties as assigned, to include assisting with cleaning of guest rooms to meet necessary mission requirements.

**QUALIFICATIONS:** Must have the ability to operate and perform minor maintenance on heavy commercial type power cleaning equipment. Must possess basic math and reading skills. One year janitorial experience is strongly preferred. Employee is required to do considerable standing, bending, stooping, walking, pushing, pulling, reaching, and climbing. Must have the ability to perform moderately strenuous physical labor such as unassisted lifting, moving and carrying of supplies and equipment weighing up to 45 pounds. May be required to climb/descend stairs and properly place step-ladders/scaffolding to remove draperies and clean assigned areas. Some exposure to weather extremes (hot, cold, snow, rain, etc.) when performing seasonal tasks.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, Building 1559-A, Scott Center Annex, Norfolk Naval Shipyard, Portsmouth, VA 23709.

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".*

Web Site: [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

JOBS LINE: 440-JOBS (5627)